To L submitted to the Records Managemen Sivision		NO. 12	
ommis	Hall of Rec	ords Commission	PAGE NO. 1
Req	uesting Agency	2. Division or Bureau of Requesting	Agency
JA Q (7)	NOTON SUBURBAN SANITARY COMMISSION	STORM DRAIN SECTION	
	horization Requested (Check only one of the squ		
Auti	nonzation requested veneer only end of the equ		
_ addi ed. Re	itional accumulation is antici- cords have ceased to have value accumulation. The	records will cease to retained for the rent their retention after	and destroy origin f not microfilmed would period of time indicate
	5. Description of	Records	6. Recommendat
tem lo.	Describe records accurately. Include title, work or activity to which the records relocution (cubic or linear feet). Show recommended	ate, inclusive dates, and quantity	of Hall of Record and Board of Pub Works.
1.	NOTIFICATION LETTERS		Cepproved Hall
	This file consists of correspondence	with reference to Storm Drain	lacores comm
	Plan approval. There are letters of	approval to the builder or	1
	contractor; correspondence regarding of inspection. There are no duplicat	construction and notification tions. The material is filed	
	by the year for each county, for the		3
	13 cubic feet in the office area. The	ne annual rate of accumulation	
	is very small.		
	RECOMMENDATION: RETAIN PERMANENTLY.		
2.	GENERAL CORRESPONDENCE	;	
	CANTALLE CONTROL CONTROL		and alle
	This file consists of correspondence Contractors and Developers. It consists complaints, etc. The material is fill for the years 19th to date, for both to often. It occupies 12 cubic feet rate of accumulation is very small.	lsts of sketches, information, led by districts, alphabetically counties. The file is referre	d
	This file consists of correspondence Contractors and Developers. It consists complaints, etc. The material is fill for the years 19th to date, for both to often. It occupies 12 cubic feet	lsts of sketches, information, led by districts, alphabetically counties. The file is referre	d
3.	This file consists of correspondence Contractors and Developers. It consists complaints, etc. The material is fill for the years 19hh to date, for both to often. It occupies 12 cubic feet rate of accumulation is very small.	lsts of sketches, information, led by districts, alphabetically counties. The file is referre	d 1
	This file consists of correspondence Contractors and Developers. It consists complaints, etc. The material is fill for the years 19th to date, for both to often. It occupies 13 cubic feet rate of accumulation is very small. RECOMMENDATION: RETAIN PERMANENTLY. STORM DRAIN REPORTS	lsts of sketches, information, led by districts, alphabetically counties. The file is referred in the office area. The annual	d 1
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ll of Re Commiss	(Continuation Succes)	PAGE &	
em	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.	
	RECOMMENDATION: RETAIN PERMANENTLY.		
4.	COMPUTATION FILE	approved Hall of Records Commi	
	This file consists of one unnumbered form and three numbered forms E-828; E-809 and E-809A (82 X 112). The forms are computation reports on storm drainage. There are no duplications. The materia is filed alphabetically by districts for the years 1940 to date and occupies 24 cubic feet in the office area. The annual rate of accumulation is 3 cubic feet.	1	
	RECOMMENDATION: RETAIN PEHMANENTLY.		
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